



January 7, 2020

**RE: UTILITY INFORMATION COORDINATION & RECORDS
TAX INCREMENT REINVESTMENT ZONE (TIRZ) PROJECTS**

In an effort to assist the TIRZ project representatives with fulfilling the responsibility for coordination and relocations of privately owned utilities as outlined in the City of Houston Code of Ordinances, Chapter 40, Article XVIII Relocation of Privately-Owned Facilities, and thereafter amended by the Utility Relocation Ordinance Program (URO), the following guidance and documents are provided.

The Utility Information Coordination & Records (U.I.C.R.) outline and official notification letters provided herein should be followed and properly administered to ensure compliance with the (URO) and promote cooperation from private utility owners where the relocation of their facilities will be necessary to accommodate public improvement projects. The complexity of these activities requires a continuous dedication from multiple public and private organizations to coordinate and manage these efforts and is one of the key essential functions in the successful completion of Public Works projects.

The (U.I.C.R.) and required (URO) notification documents provided herein can be accessed online through the City of Houston web site at the link below.

COH Utility Relocation Ordinance Program

<https://www.publicworks.houstontx.gov/utility-relocation>

In this directory you can find more information about the program as well as TIRZ standard private utility notification letters, utility registration forms, and primary utility contact information. Please coordinate these efforts directly with the City's Interagency Project Manager or contact me directly at 832-395-2360 for further questions or clarifications regarding compliance with the City of Houston's (URO) Program.

Sincerely,

Philip R. DeWalt
Utility Coordinator

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UTILITY INFORMATION COORDINATION & RECORDS (U.I.C.R.)

TIRZ CONSULTANT REQUESTS FOR PRIVATE UTILITY INFORMATION (40-395)

- (a) The Owner of any private facility required to provide information describing and locating any facilities in the public right-of-way within the project limits.
- (b) TIRZ Consultant to investigate and identify potential utility conflicts during preliminary design.

TIRZ CONSULTANT PREPARES REPORT & NOTIFICATIONS OF NO CONFLICT (40-395)

- (c) TIRZ Consultant determines “No Conflicts” identified during preliminary design and prepares report and official “No Conflict” notifications.
- (d) Facility Owner(s) to review and notify Consultant of any discrepancies or specific concerns.

TIRZ CONSULTANT PREPARES PRELIMINARY NOTICE (40-395)

- (e) Official “Preliminary Notification” provided to the owner(s) of any private facility with identified utility conflicts that may be required to relocate facilities in the public right-of-way within the project limits. (Include 60% Submittal)
- (f) Facility Owner(s) reviews potential conflicts, provides comments & recommendations, and begins coordination.
- (g) TIRZ Consultant reviews comments & recommendations and finalizes design changes if required.

TIRZ CONSULTANT ATTENDS MONTHLY UTILITY COORDINATION MEETINGS (40-396)

- (h) TIRZ Consultant provides project information, agenda requests, and attends City of Houston Monthly Utility Coordination Meetings as required to adequately coordinate facility relocations for the project.

TIRZ CONSULTANT PREPARES FINAL NOTICE (40-396)

- (i) Official “Final Notification” provided to the owner(s) of any private facility with identified utility conflicts that will be required to relocate facilities in the public right-of-way within the project limits. (Include 90% Submittal)
- (j) Facility Owner(s) review final conflicts, provides final comments, and provides a relocation schedule and plan within 60 Days to complete all required relocations within 180 Days from date of Final Notice.
- (k) Facility Owner(s) file claims of “good cause” for delays in completing relocations as provided by the (URO).
- (l) TIRZ Consultant reviews plans, schedules, and claims, and integrates required private utility relocations into the project critical path and construction schedule.
- (m) TIRZ Consultant records and files all plans & documentation related to private utility relocations.

UTILITY INFORMATION COORDINATION & RECORDS